



Job Offer: Operations Assistant / Virtual Assistant (Freelance)

About the Company :

We're currently the biggest NFTs News website in monthly visitors. And our aim is to become the #1 media brand around this space.

We are dedicated to supporting mainstream NFT adoption by making content fun & accessible: Learn everything about non-fungible tokens, including top NFT collectibles and the best Blockchain games.

Our team is fully remote and works from anywhere in the world.

What we do:

- Teach people about non-fungible tokens; including top NFT collectibles and the best Blockchain games.
- Report NFT news, the latest scoop in all things NFT
- Conduct Interviews with NFT artists or projects about their collections.

About the Role :

We're looking to hire an operations assistant / virtual assistant for our ever-growing company NFT Evening.

Responsibilities :

Our ideal candidate would be someone that is very organized. A strong interest in Cryptocurrency and NFTs is a plus!

But the most important requirement is past experience as an Operations Assistant / Manager (for a remote-only company would be a plus).

Here will be your main tasks:

- Onboarding of new freelancers
 - Create access to Slack, Notion, Wordpress if needed, company email
 - Explain how our company works (especially for freelancers payments) and company culture/vibe
- Offboarding
- Managing our contact form email (cleaning, forwarding relevant emails to each team)
- Organize event attendance agenda (check our journalists chosen flights & hotels prices respect our guidelines)
- maybe create a calendly for few persons inside the company
- Create internal processes & documents to allow more transparencies between the teams
- Propose organizational change & processes to make the company more efficient
- Update company org. chart

Requirements :

- English fluent/native speaker
- Fantastic organizational skills and great attention to detail
- Knowledge of Notion is a plus
- Ability to work independently in a fully remote team environment
- Reliable for Long-term work

Compensation / Payment :

- Compensation to be discussed
- 20 - 40 hours per week (we are flexible on hours worked)
- Accepting proposals worldwide and can pay in any currency.

To Apply :

Send an email to jimmy@nftevening.com and theo@nftevening.com with the subject of the email being “Operations Assistant - application”.

No need to send a resume, just send us a **short video** where you answer the following questions:

- How many hours are you available per week?
- Have you done that type of work in the past and give some examples
- Tell me about something that you've built that you are proud of
- How do you think about working at an early stage company - what is exciting and also what is worrying
- Where are you based? In order for us to find out timezone difference as few managers are Europe based.
- And very importantly why do you think you will be good for this role?

Successful applicants will be invited to have a video call with one of our founders and then editorial manager.

Note:

- Add the phrase “I’m a VA rockstar” at the beginning of your application and we’ll know that you paid attention until the end :)